

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, November 14, 2011

CALL TO ORDER. Following due call and notice thereof, Mayor Burns called the meeting to order at 6:00 p.m. in the Council Room, City Hall.

ROLL CALL. Members present: Mayor Robert H. Burns; Council Members: Randi Vick, Tom Murphy, Bob Lemke, and Paul Fisch. Members absent: None. Consultants and City staff present: City Clerk/Administrator Jennifer Feely and Administrative Coordinator Mike Gerardy. Visitors present: Caledonia Argus Reporter Charlie Warner.

AGENDA APPROVAL. A motion was made by Mayor Burns, seconded by Member Vick, to approve the agenda with the following additions: Decision on Selection of Police Vehicle, Transfer from Liquor Fund to Help Pay for Pool, and City Clerk/Administrator Salary Increase. All members present voted in favor and the motion was declared carried.

CONSENT AGENDA. A motion was made by Mayor Burns, seconded by Member Lemke, to approve the consent agenda. All members present voted in favor and the motion was declared carried.

A. MINUTES OF PAST MEETINGS. To approve the minutes of the Regular Meeting held Monday, October 24, 2011 and the minutes of the Special Meeting held on October 31, 2011, as presented.

B. APPLICATION FOR EXEMPT PERMIT: ST. MARY'S PARISH/SCHOOL. To approve an application for an exempt permit for St. Mary's Parish/School at St. Mary's School on February 24, 2012.

C. APPLICATION FOR EXEMPT PERMIT: ST. MARY'S PARISH/SCHOOL. To approve an application for an exempt permit for St. Mary's Parish/School at St. Mary's School on March 30, 2012.

VISITORS AND COMMUNICATIONS.

A. PUBLIC HEARING: SNO PAC FOODS TAX ABATEMENT. A public hearing was held at 6:04 p.m. for the purpose of reconsidering and granting an amendment to a property tax abatement on a 30,000 square foot commercial building expansion located at 521 Enterprise Drive in Caledonia. It was noted that the total estimated amount of abatement from the City is approximately \$7,666.50 annually, for a period of 10 years, with no cap. Hearing no comments or concerns from the public, the hearing was closed at 6:10 p.m. Discussion ensued. It was noted that the City's past practice has been to grant tax abatements with a cap, however, due to the fact that the Sno Pac Foods expansion is in excess of \$1,000,000, the EDA felt that an amendment to past practice could be warranted. A motion was made by Member Murphy, seconded by Mayor Burns, to approve the Sno Pac Foods Tax Abatement at approximately \$7,666.50 annually, for a period of 10 years, with no cap, due to the fact that the proposed expansion is in excess of \$1,000,000. All members present voted in favor and the motion was declared carried.

B. ADMINISTRATIVE COORDINATOR TOPICS.

1. GRIFFITH ZONING. Administrative Coordinator Gerardy shared that an application was received from Jeb Griffith to construct a 100'x140' building expansion at 131 Bissen Street. Miken Sports General Manager Jim Hoscheit was present to explain that the proposed expansion would house a pre-preg machine that would be coming from California sometime in March of 2013. It was noted that the machine itself will take up 90'x30' of space in the proposed building expansion. Mayor Burns inquired whether there were be any known concerns with odor or changes to Miken's effluent. Hoscheit replied that there is no hazardous component with this material and that it is odorless. In addition, Hoscheit replied that this process will have no effects on effluent. Member Fisch inquired as to whether the proposed building expansion would be sufficient. Hoscheit replied that the proposed expansion will be more than sufficient. Mayor Burns inquired as to the projected volume. Hoscheit replied that there will be approximately 100,000 lbs of pre-preg just for the Caledonia location and that supplying the pre-preg in Caledonia will not generate a tremendous amount of traffic. Member Fisch inquired as to the walkway. Hoscheit noted that there will likely be a suspended walkway over a 25'-30' easement without touching the ground so as to avoid preventing the City from accessing its utilities for maintenance and repair. A motion was made by Member Murphy, seconded by Mayor Burns, to approve the Griffith zoning request to construct a 100'x140' building expansion at 131 Bissen Street in Caledonia. All members present voted in favor and the motion was declared carried.

2. MNDOT – HWY 44 PROJECT. Administrative Coordinator Gerardy asked the Council the following two questions: (1) Will the City agree to remove all lights along the highway 44 corridor? and (2) Will the City agree to a lump sum agreement for removal work? Discussion ensued. Concerning whether the City would agree to remove all lights along the Highway 44 corridor, a motion was made by Member Fisch, seconded by Member Lemke, to remove all lights on Highway 44, plus the two flashing lights in conjunction with the 2012 Highway 44 widening project, contingent upon the City Council approving MnDOT's offer. Voting in Favor: Murphy, Lemke, Fisch, and Vick. Voting Against: Burns. Abstaining: None. The motion was declared carried. Next, a motion was made by Member Lemke, seconded by Member Vick, to approve a lump sum offer for removal of lights, contingent upon an amount offered by MnDOT that is agreeable to the City Council. All members present voted in favor and the motion was declared carried. Mayor Burns inquired as to whether lights could flash when pedestrians are at the crosswalk if there were such a button to press. Gerardy will look into the matter and report back at an upcoming meeting.

3. STREET DEPARTMENT LOADER. Administrative Coordinator Gerardy shared that he obtained the following two quotes for the trade-in of the 2009 CASE621E loader and purchase of a new loader:

Titan Machinery – CASE 621F Wheel Loader

Total Price: \$132,792.00

Trade-In Value of 2009 CASE 621 E with 805 Hours: \$95,000.00

Total Cost of New Loader with Trade-In Allowance: \$37,792.00

RDO –2012 John Deere 544K

Total Price: \$143,712.00

Trade-In Value: \$121,000.00

Total Cost of New Loader with Trade-In Allowance: \$24,273.45.

Discussion ensued. Member Fisch inquired as to whether the new loader would fit into the Street Department garage and whether the tires would work with new loader. Gerardy replied that the loader will fit in the Street Department garage and that there will be no issues with the tires. A motion was made by Mayor Burns, seconded by Member Fisch, to approve purchasing a new loader from John Deere with a 2-year warranty at a cost of approximately \$25,500.00, with delivery to be in January 2012 and lump into a certificate of indebtedness in 2012. All members present voted in favor and the motion was declared carried.

C. COMMUNICATIONS.

1. NOTICE FROM MEDIACOM. Attached with the agenda was a notice from Mediacom regarding digital tier changes.

2. LETTER FROM SOUTHERN MINNESOTA INITIATIVE FOUNDATION (SMIF). Attached with the agenda was a letter from SMIF regarding their 25 Years of Investing in Southern Minnesota's Future and their 2010-2011 accomplishments.

3. CALEDONIA AREA CHAMBER OF COMMERCE NEWSLETTER. Attached with the agenda was a copy of the November 2011 Caledonia Chamber Newsletter.

CLAIMS

A. PREPAID CLAIMS. Following review, discussion and deliberation, a motion was made by Mayor Burns, seconded by Member Fisch, to approve the Prepaid Claims List for October 2011. All members present voted in favor and the motion was declared carried.

Expert T Billing	Ambulance – Contracted Billing	643.50
Merchants Bank	ACH Fee	28.20
Schulze Plumbing & Heating	Water Main Break	395.00
Seven Rivers Surplus LLC	Shop Racks	863.55
Spring Grove Battery, LLC	Batteries Rebuild	188.53
Tri-County Electric Co-op	Inventory	84.83
Karian Peterson Power Line	Contracted Services, 2011 Project	1,700.50
Mac Queen Equipment, Inc.	Sweeper Repair	1,080.69
MN Dept. of Labor & Industry	Inspection Fee's	30.00
Northern Beverage Distribution	Liquor Store Inventory	651.70
Reliance Business Forms, LLC	Clerk's Office – Laser Checks	1,195.46
RESCO	Light – Inventory	12,126.37
Schott Distributing Co, Inc.	Liquor Store Inventory	1,435.67
Southern Wine & Spirits of MN	Liquor Store Inventory	1,818.99
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	191.25
Tri-State Ambulance, Inc.	Intercept Fee	250.00
United Systems Technology, Inc.	PD Maintenance for Asyst Program	3,295.00
USAQuatic's Inc.	Schematic Design – Pool	2,000.00
Blue Cross Blue Shield of MN	Health Insurance	28,896.00
Business Financial Planning	Cafeteria Plan	396.91
Caledonia True Value	Equipment Rental, Misc.	414.05
City of Caledonia Emp. Assn.	Association Dues	70.00
Commissioner of Revenue	State Withholding	1,287.12
E O Johnson Company	Copier Maintenance Agreement	122.00

Hale Skemp Hansen Skemp Sleik	Case No. 11-CV-67-A	325.71
ING Institutional Plan Services	TSA – payday 10-18-11	580.00
Mathy Construction	Water – Street Maintenance Materials	321.53
Merchants Bank	Federal/FICA/Medicare	6,258.65
Metro Sales, Inc.	PD – Copier Agreement	43.50
Meyer, Michael	Lawn Mowing	75.00
MN Benefit Association	MBA – Payday 10-18-11	114.41
Morton Salt, Inc.	Winter Maintenance Salt	5,485.59
NCPERS Minnesota	NCPERS payday 10-18-11	80.00
Public Emp. Retirement Assn.	PERA payday 10-18-11	5,690.63
Schumacher Elevator Co.	Elevator Maintenance Agreement	706.08
Zep Sales & Service	Street – trash bags	217.60
MN Fire SVC Cert. Board	Fire – 22 Cert. Exams FF I & II	1,650.00
Principal Life	Life/Ad&d/STD	562.44
Buege, Kristin	Seminar Registration Fee	25.00
Bulman, Kevin	Mileage Reimbursement	363.12
Caledonia Conv & Tourism	Tourism	1,384.30
Guillaume, Joyce	2011 Uniform Allowance	60.00
Houston Co. Highway Dept.	Equipment Rental	64.75
Overhead Door Co.	Overhead Door Maintenance	162.00
Phillips Wine & Spirits	Liquor Store Inventory	200.65
Printy Quik	EMS Forms	57.52
Schott Distributing Co.	Liquor Store Inventory	1,420.10
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	114.30
Bound Tree Medical, LLC	Misc. Supplies	134.20
Houston, City of	FD – Mutual Aid	60.00
Identity Works	Ambulance – Uniforms / Clothing	720.67
Kraus Oil Co. Inc.	Unleaded	1,513.00
Searles, William	Amb. – PEARS Class Instructor	100.00
US Postal Service	Postage Stamps	171.00
B & D Sealcoating	2011 Crack Sealing	16,500.00
Houston Co. Recorder	Recording Fee – Cavanaugh	46.00
Jack Neumann Trucking	Liquor – Freight Expense	106.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	1,487.32
Karian Peterson Power Line	2011 Project, Contracted Services	7,712.00
Liferequest	Registration Fee – M. Tornstrom	189.00
Mathy Construction	S. Pine Street	17,520.00
Paustis & Sons Wine Company	Liquor Store Inventory	380.75
Phillips Wine & Spirits	Liquor Store Inventory	1,577.86
Snodgrass, Norman	Zoning – Reimbursement of App. Fee	40.00
Southern Wine & Spirits of MN	Liquor Store Inventory	195.31
Yaggy Colby Associates	MN DOT MCPL Agreement	450.00
Bearbower Painting & Tree Trim	Tree Removal	1,650.00
Gavin, Mike	Animal Control	75.00
Gavin, Patricia	2011 Uniform Allowance	60.00
Houston Co. Treasurer	Ho. Co. Collection Site Nov. 2011	3,342.50
Kraus Oil Co., Inc.	Diesel	1,989.75
Northern Beverage Distribution	Liquor Store Inventory	2,974.90

O'Heron, Danny & Carrie	Reimbursement 25% Sidewalk Repair	225.00
RESCO	Inventory	4,110.04
Schott Distributing Co, Inc.	Liquor Store Inventory	4,649.50
Southern Wine & Spirits of MN	Liquor Store Inventory	788.35
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	69.75
Dept. of Public Safety	Liquor Store Retailer's Card	20.00
Jack Neumann Trucking	Liquor – Freight Expense	40.00
MN Dept. of Revenue	Sales / Use Tax	18,232.00
Richard's Sanitation	Recycling – Collections	6,377.90
Schwartz, Dan	2011 Uniform Allowance	125.00
VISA	Library – Bookmarks, Annual Fee	60.90
Wirtz Beverage MN	Liquor Store Inventory	1,649.15
ACE Link Telecommunications	Communication Expense	1,110.38
Business Financial Planning	Cafeteria Plan	396.91
Caledonia Police Association	PD Association Dues	75.00
Commissioner of Revenue	State Withholding	1,507.80
T.G & City	Meter Deposit Refund	200.60
Hale Skemp Hansen Skemp Sleik	Case No 11-CV-67-A	325.71
ING Institutional Plan Services	TSA payday 11-1-11	580.00
J.K & City	Meter Deposit Refund	250.27
L.McC & City	Meter Deposit Refund	250.34
M.M. & City	Meter Deposit Refund	250.35
Merchants Bank	Federal/FICA/Medicare	7,519.77
L.P. & City	Meter Deposit Refund	200.60
A.P. & City	Meter Deposit Refund	250.00
Public Emp. Retirement Assn.	PERA Payday 11-1-11	789.59
J.R. & City	Meter Deposit Refund	125.38
SE Libraries Cooperating	Auto Fees	772.84
L.T. & City	Meter Deposit Refund	200.60
T.T. & City	Meter Deposit Refund	250.43
Z.T. & City	Meter Deposit Refund	126.13
Dahl Automotive	Pickup Maintenance, Car #19 Repairs	838.48
G & F Distributing	Liquor Store Inventory	69.00
Schott Distributing Co, Inc.	Liquor Store Inventory	1,070.42
Spring Grove Soda Pop, Inc.	Liquor Store Inventory	127.55
Verizon Wireless	Communication Expense	204.85
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	33.09
Eastwood Bank	Investments	225,000.00
Thomson Reuters	Renew Fixed Assets Program	235.13
Blue Cross Blue Shield of MN	Health Insurance	29,002.00
Jack Neumann Trucking	Liquor – Freight Expense	144.00
Johnson Brothers Liquor Co.	Liquor Store Inventory	3,749.13
Klug, Anthony	2011 Uniform Allowance	125.00
MN Energy Resources	Natural Gas	1,507.98
Phillips Wine & Spirits	Liquor Store Inventory	1,380.69
Schott Distributing Co, Inc.	Liquor Store Inventory	324.00
Ziebell's Hiawatha Foods, Inc.	Liquor Store Inventory	18.50
Merchants Bank	ACH Fee	28.48

Tri-County Electric Co-op	Electric Energy	<u>96.73</u>
		\$465,120.44

B. CLAIMS PAYABLE. Following review, discussion and deliberation, a motion was made by Member Vick, seconded by Member Murphy, to approve the Payable Claims List for October 2011. All members present voted in favor and the motion was declared carried.

Affordable Technology Sol.	Office Supplies	356.05
Airgas North Central	Oxygen / Acetylene	97.07
Artic Glacier Inc.	Ice	98.90
Baker & Taylor Books	Library Books	864.81
Becker & Stemper Electric	City Hall – Labor	193.05
Bonanza Grain, Inc.	Maintenance Materials	28.32
Bound Tree Medical, LLC	Ambulance – Supplies	401.30
Caledonia Implement Co.	Gloves, Misc.	85.71
Caledonia Lumber Co, Inc.	Infield Project, Street Door	1,447.84
Caledonia Oil Company	Brake Repair Car #20	560.87
City of Caledonia Utilities	Electric, Water & Sewer	8,532.98
CLIA Laboratory Program	Ambulance – Lab User Fee	150.00
Crystal Canyon	Drinking Water	48.11
Curt & Candy's Hardware Hank	Miscellaneous Items	96.14
D S Electric Supply	Inventory	611.33
Davy Engineering	Engineering Fees	3,391.94
Davy Laboratories	Lab	2,555.58
ECM Publishers, Inc.	Advertisements	670.85
Ellingson Motors	96 Truck Repairs	93.00
Expert T Billing	Ambulance - Contracted Billing	668.25
Farmers Coop Elevator	Soil Samples, Gloves, Chemicals	251.77
Gopher State One-Call	Location Notifications	78.30
Great River Water Treatment	Boiler Water Treatment	124.42
Hawkins, Inc.	Chemicals	1,541.58
Houston County Highway Dept.	Maps for Resale	74.38
Innovative Office Solutions	Storage Boxes	71.72
Interstate Roofing	City Hall – Roof Repair	537.34
JR Burroughs Blading	Rec Park-Infield Project	372.00
Ken's Small Engine	Equipment Labor & Repairs	169.67
Kraus Oil Co. Inc.	Off Road Fuel	68.01
Mayo Clinic Health System	Ambulance – Health Cards	240.00
Menard's	Snow Fence	33.98
Mid Amer. Backflow Preventer	Test Backflow Preventer	125.00
Midwest Tape	DVD's	274.88
Mississippi Welders Supply Co.	Oxygen	121.62
MN Dept. of Labor & Industry	Elevator Operator Permit	100.00
Myhre Construction	Grind / Clean up Stumps	855.00
P & H Services	Nylon Case	33.00
Pomp's Tire Service, Inc.	Ambulance – 4 Tires	597.04
Richard's Sanitation	Refuse Disposal	218.18
Rippe, Hammell & Murphy	Prosecution & General Matters	4,330.25

Schilling Supply Company	Copy Paper, Bags, Soap	381.32
Servocal Instruments	Flow Meter Calibration	390.00
St. Mary Auto Body Shop	Sand/Prime/Paint Door/Tow	219.47
Star Energy Services	2011 Project	1,508.27
T & R Service Company	Transformer Testing & Disposal	5,568.25
Tri-County Electric Co-op	Electric Energy	152,125.83
United Auto Supply Inc.	Fluids, Bulbs	60.73
Wiebke Tire	Install Tires	100.00
Witt's Pharmacy Caledonia	Misc. Supplies	132.38
WWTP MPCA PFA Loan Fund	PFA Loan Fund	3,500.00
Zarnoth Brush Works, Inc.	Street Equipment Disp. Gutter Broom	<u>222.30</u>
		\$195,379.79

OLD BUSINESS.

A. **CAMP WINNEBAGO REQUEST TO USE CITY AUDITORIUM FOR DINNER THEATER.** City Clerk/Administrator Feely shared that a request was received at the October 24 City Council meeting from Elsie Vesterse regarding allowing Camp Winnebago to use the City's Auditorium for a dinner theater the first weekend in May 2012 and for practice rehearsal sessions beginning sometime in February of 2012. In addition, it was noted that Vesterse requested permission to offer a full cash bar to patrons of the dinner theater. Feely reported that per her research, the caterer and liquor license holder should be required to provide proof of general liability coverage of at least \$1,000,000 and liquor liability coverage of \$300,000, in addition to showing the City as an additional insured. Discussion then ensued regarding rental charges associated with use of the City Auditorium. The consensus of the Council is to charge \$80.00 for day for the use of the Auditorium kitchen, \$25.00 per day for use of Auditorium for practice, and \$50.00 per day for use of Auditorium for performances. Feely will draft a letter to Elsie Vesterse regarding the Council's decision concerning allowing an open bar and rental charges associated with using the City Auditorium for a dinner theater.

B. **REVISIT POLICE VEHICLE MATTER.** Member Murphy stated that he was contacted by a resident inquiring as to why the City didn't consider purchasing a Chevy vehicle through Ellingson Motors. It was noted that the Police Department preferred a Ford vehicle over a Chevy vehicle. In addition, it was noted that Ellingson Motors is not part of the State Bid, and that is why the vehicle was not purchased through a local dealership. The consensus of the Council was that a motion was made and approved at the October 28 meeting authorizing the Police Department to pursue purchasing a 2013 Ford Interceptor through the State Bid.

C. **CITY CLERK/ADMINISTRATOR SALARY INCREASE.** Discussion took place regarding increasing City Clerk/Administrator Jennifer Feely's salary by \$5,000, effective immediately, given her experience, and the fact that the City is saving money by Feely assuming EDA responsibilities. Discussion ensued. A motion was made by Member Murphy, seconded by Mayor Burns, to increase City Clerk/Administrator Jennifer Feely's salary by \$5,000, effective immediately, and to consider a \$5,000 increase annually thereafter on the anniversary date of Feely's hiring, March 29, 2010, beginning with March 29, 2012. Voting in Favor: Burns, Murphy, Lemke, Vick, and Fisch. Voting Against: None. Abstaining: None. The motion was declared carried.

NEW BUSINESS.

A. **HIRING OF EMT.** City Clerk/Administrator Feely shared that a hiring committee, consisting of Mayor Burns, Member Murphy, Caledonia Ambulance Director Mike Tornstrom, and Feely, recently interviewed Sue Bauer as a prospective volunteer EMT for the Caledonia Ambulance, and recommends to the City Council that Bauer be hired as a volunteer EMT at an hourly rate of \$14.00 per hour, contingent upon the completion of a successful background check. All members present voted in favor and the motion was declared carried.

B. **EXPERT T BILLING CONTRACT RENEWAL FOR AMBULANCE SERVICE BILLING.** City Clerk/Administrator Feely shared that the Caledonia Ambulance Service Billing Contract with Expert T Billing (ETB) is set to expire on December 31, 2011. It was noted that beginning January 1, 2012, the contracted price per billable run would increase \$0.25, from \$24.75 to \$25.00. Feely stated that per her conversation with Ambulance Director Mike Tornstrom, the Ambulance Department is pleased with the service being provided by ETB. It was noted that ETB billed 391 billable runs reports as of October 20, 2011, totaling \$363,699.86 in charges, and credited receivables to the City's account totaling \$306,987.21. A motion was made by Mayor Burns, seconded by Member Lemke, to approve renewing the Ambulance Service Billing Contract with Expert T Billing, effective January 1, 2012 and running through December 31, 2013. All members present voted in favor and the motion was declared carried.

C. **APPROVE PURCHASE OF LAND FROM ST. JOHN'S LUTHERAN FOR LIFT STATION LOCATION.** City Clerk/Administrator Feely shared that the City approached St. John's Lutheran in the spring of 2011 regarding purchasing a 30'x30' plot of land for a proposed lift station upgrade. It was noted that since that time, St. John's Lutheran passed a resolution to sell the City a 30'x30' plot of land at a cost of \$1,845.00, plus all associated recording costs. In addition, it was further noted St. John's Lutheran granted the City a temporary construction easement. Feely went on to share that the City previously agreed to provide screening along the lift station on the south and west sides so as to reduce the visual impact of the control house at the lift station location. Mayor Burns stated that the City would entertain looking into screening all four sides of the proposed lift station. It was also shared that in the event that the lift station site would ever cease to be used for a sanitary sewer lift station, that the City would return the land to St. John's Lutheran and they would subsequently reimburse the \$1,845.00 purchase price to the City. It was further noted that the City would be responsible for removing all lift station components at no cost to St. John's Lutheran and restore the site to its natural state. A motion was made by Mayor Burns, seconded by Member Lemke, to approve purchasing a 30'x30' plot of land from St. John's Lutheran at a cost of \$1,845.00 for the purpose of a proposed lift station upgrade, and to agree to provide screening on a minimum of the south and west sides of the lift station control box. All members present voted in favor and the motion was declared carried.

D. **DISCUSS ESTABLISHING A TREE SITE POLICY.** City Clerk/Administrator Feely shared that the City's practice with respect to issuing keys to the tree disposal site is to charge a yearly fee of \$500.00, with the keys being returned at year end. If the keys are not returned, the individuals with a key are sent an invoice for \$500.00. It was noted that there are currently two individuals with keys from 2010 that have failed to pay their 2011 tree disposal site fee of \$500.00, despite numerous collection attempts. It was further noted that the cost to re-key the tree site lock is \$18.00, while the cost to issue new keys is \$9.00 per key. Mayor Burns suggested increasing the key fee to include the cost to re-key the tree disposal site lock. It was noted that the lock would not have to be re-keyed so long as all keys are returned by December 31 of each year. Discussion ensued. A motion was made by Mayor Burns, seconded by Member

Lemke, that beginning January 1, 2012, the existing lock will be re-keyed and the cost to obtain keys will increase to \$525.00 per key. Voting in Favor: Burns, Lemke, Murphy, and Fisch. Voting Against: Vick. Abstaining: None. The motion was declared carried.

E. **DISCUSS HEALTH INSURANCE COVERAGE REQUEST FROM PART-TIME LIBRARY ASSISTANT.** City Clerk/Administrator Feely shared that a request for health insurance coverage was received from Part-Time Library Assistant Eileen Jacobson. It was noted that at the present time, the City only provides health insurance coverage to its full-time employees. Feely went on to note that according to her research, it appears that Jacobson approached the City in November of 2008 regarding obtaining health insurance coverage. At that time, it was the consensus of the Council to table the request for the incoming Council to make a determination as to whether to provide health insurance coverage to part-time employees. Feely noted that the City set up a minimum eligibility requirement of 25 hours per week some years ago. It was also noted that moving forward, the City could sign an amendment form to accompany the insurance renewal in which health insurance coverage eligibility would be increased to 40 hours per week. Discussion ensued. Member Murphy inquired as to whether there is an open enrollment period and if Jacobson could even join the City's health insurance plan until the renewal. Member Fisch stated that the City will have to obtain more information and then make a determination as to whether to pay a prorated portion of health insurance coverage or simply allow Jacobson to obtain coverage through the City's plan. A motion was made by Mayor Burns, seconded by Member Vick, to amend the City's health insurance coverage requirement so that going forward all new hires and employees not currently averaging 25 hours per week will have to work at least 40 hours per week in order to be eligible to obtain health insurance coverage through the City. All members present voted in favor and the motion was declared carried.

F. **CITIZEN COMPLAINT FORM PROCEDURE.** City Clerk/Administrator Feely requested authorization to create and implement a citizen complaint form procedure. The consensus of the Council is to support the creation and implementation of a citizen complaint form procedure.

CLERK'S REPORT.

A. **EMPLOYEE TIME RECORD.** Attached with the agenda were the Employee Time Records for October 17, 2011 – October 30, 2011. A question arose concerning why some of the Ambulance EMT's receive \$15.00 for being a training instructor. City Clerk/Administrator Feely will contact Ambulance Director Tornstrom and report back to the Council.

B. **POLICE OFFICER ACTIVITY LIST.** Attached with the agenda was the Police Officer Activity List for October 2011. City Clerk/Administrator Feely shared that attached with the Police Officer Activity List was an explanation as to how non sufficient fund checks are processed as an inquiry arose at the October 28 meeting concerning this process.

C. **ANIMAL CONTROL ACTIVITY LIST.** Attached with the agenda was the Animal Control Activity List for October 2011, showing calls for 4 skunks, 2 coons, 1 opossums, 11 dogs, and 3 cats.

D. **INTERMEDIARY RELENDING PROGRAM TRAINING.** City Clerk/Administrator Feely shared that attached with the agenda was a notice from USDA RD regarding an upcoming

IRP training to be held on November 30 in Austin. It was noted that Feely will be attending this training.

E. CAPITAL CREDIT FROM TRI-COUNTY ELECTRIC. City Clerk/Administrator Feely shared that attached with the agenda was a copy of a check from Tri-County Electric in the amount of \$23,949.74, consisting of a refund for a percentage of the capital credits earned in the years 1989 through 2007. Member Fisch inquired as to whether this refund could be applied to the general fund to help offset taxes. City Clerk/Administrator Feely stated that she would look into the matter.

F. LEAGUE HANDOUT REGARDING MARKET VALUE HOMESTEAD CREDIT CHANGES. City Clerk/Administrator Feely shared that attached to the agenda was a handout from the League of Minnesota Cities regarding how the replacement for the state's market value homestead credit program may impact the city portion of property taxes. Discussion ensued. Feely stated that she will have copies available at the budget meeting on December 12.

MISCELLANEOUS ITEMS.

A. FRANCHISE AGREEMENT WITH MEDIACOM PROGRESS UPDATE. City Clerk/Administrator Feely shared a response from City Attorney Tim Murphy regarding considering terminating the franchise agreement with Mediacom. Discussion ensued.

B. LIQUOR STORE FUNDS TO HELP PAY FOR POOL. Member Murphy inquired as to whether there was discussion in the past regarding using Liquor Store funds to help pay for the pool because he thought there had been. Discussion ensued. The consensus of the Council was that this matter would have to be researched as no one could recall with certainty if such action was taken.

CLOSED SESSION. The regular meeting was closed at 9:55 p.m. as permitted by Minnesota Statutes, section 13D.03, to discuss the City's labor negotiation strategy related to the City's negotiations with its Employee Association and its Police Association. The regular meeting was re-opened at 10:24 p.m.

ADJOURNMENT. A motion to adjourn was made by Mayor Burns, seconded by Member Lemke, at 10:25 p.m. All members present voted in favor and the motion was declared carried.

Jennifer Feely
City Clerk/Administrator

Robert H. Burns
Mayor